

20 February 1974

### ACTION POINTS ON APP FY 1973/1974 REPORT

1. The purpose of the APP is to establish goals, not only projections.
2. To provide contrast for projected slots and plans, future APP's will carry a line noting approved ceiling by positions as well as goal or projection plans.
3. As appropriate to subject matter, the Office of Personnel will prepare APP charts on basis of Directorate ceiling and on-duty strength, including DDM&S slots and/or by career service ceiling.
4. All Directorates are to review and expand if possible their lateral entrance programs -- focusing especially on blacks and women.
5. As a source for identifying possible lateral entrants for full-or part-time staff or contract employment, the Directorates will review their files on clerical and professional women who resigned in the past because of personal or family responsibilities.
6. The DDS&T is to review possibilities for expanding CT utilization in OTS and NPIC.
7. The Directorates will look at their clerical or administrative personnel for possible upgrading to professional positions.
8. The Black EEO situation is to be put on charts for the Director's briefing of office heads.
9. The policy of not approving the employment of spouses of supergrade employees is to be reversed and each application reviewed on a case-by-case basis.
10. All Directorates will be especially attentive to plans for increasing the Agency's Black staffing, including promotion plans.
11. The supergrade slotting and utilization will be reviewed with a determination to be made of how many positions are unused.
12. Deputy Directors are encouraged to review their individual APP's with office heads in the same fashion as the Agency APP was reviewed by the Management Committee.